

# Digital Basics

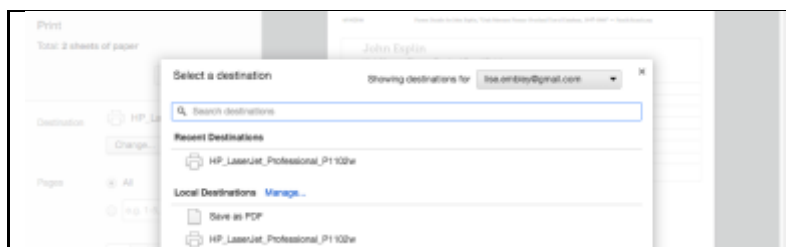
## Capturing, Organizing, and Backing up Your Stash

Lise Embley

Director, Williamsburg Family History Center

[Lise.Embley@gmail.com](mailto:Lise.Embley@gmail.com)

- Stop printing things.
- Select a cloud storage option.
- Decide your directory structure and file naming scheme.
  - Naming files by date and/or surname can help with overall organization and sequence.
  - Keep names short. Windows limit is 260 characters including the file path. (e.g. users/EmbleyMac/Library/Mobile Documents/~com~apple~Cloud docs/FHC Operations/**2016-06 Digital basics.docx** ) Other systems have similar limitations.
- Determine your backup plan.
  - External hard drive (Useful for recovering after a hard drive crash but not flood, fire...)
  - Cloud
- Digitize most vulnerable records first.
- Test the file retrieval/restore process.



### Stop printing things.

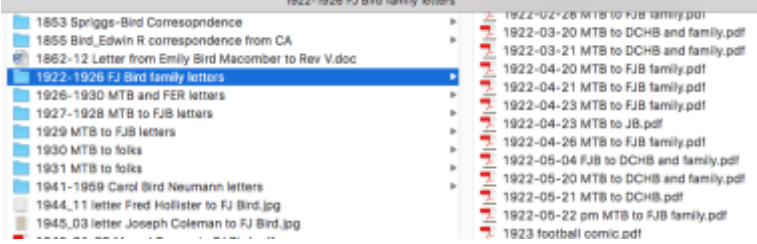

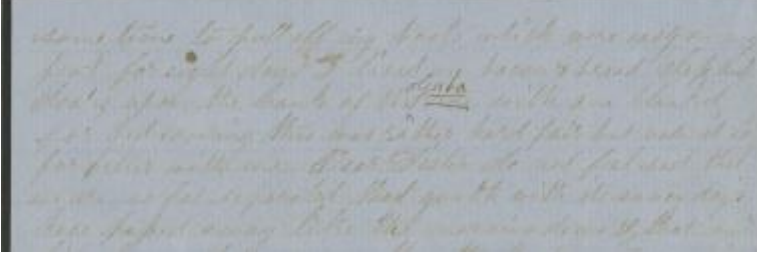
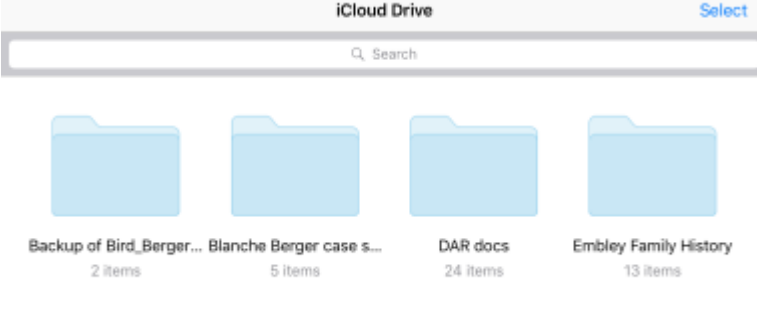
- Print to PDF instead of paper.
- Download digital versions of statements, owner manuals directly from the company's website.

Name	Dropbox	Google Drive	Box (Personal)	OneDrive	Microsoft OneDrive	Dropbox	Apple iCloud Drive	SpiderOak	SugarSync
Lowest Price	\$59.50	Free	\$5.00	\$9.00	Free	\$0.00	Free	\$129.00	\$37.49
Editor Rating	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★	★★★★★
Area of Specialization	Backup	Collaboration	Compatibility With Other Services Business Use	Security	Collaboration, Microsoft Office 365 Included With 1TB Purchase	Compatibility With Other Services	Apple Device Users	Security	Simplicity, Ease of Use
File Size Limit	Unlimited	5TB	250MB With Free Account, 2GB With Starter Account	2GB	1GB	10GB, Unlimited With Desktop Client	15GB	Unlimited	Unlimited
Free Storage	5GB	15GB	10GB	None	5GB	2GB	5GB	2GB	None
Online Editing	✗	✓	✗	✗	✓	✗	✓	✗	✗
File Versioning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Windows App	✓	✓	✓	✗	✓	✓	✓	✓	✓
iOS App	✓	✓	✓	✗	✓	✓	✗	✓	✓
Android App	✓	✓	✓	✗	✓	✓	✗	✓	✓

### Select cloud storage/file syncing option(s).

- You can use more than one.
- Seamless access to digital assets. Access the same file from any linked device.
  - Documents
  - Photos
  - RootsMagic databases
- Invite others to access files.
- Share file(s) too large for email.

See Muchmore, Michael and Jill Duffy. "The Best Cloud Storage Providers and File Syncing Services of 2016." *PCMag*. Ziff-Davis LLC PC Mag Digital Group, 24 Feb. 2016. Web. 14 June 2016.

	<p><b>Decide your folder structure and file naming scheme.</b></p> <p>Use folders to collect and organize.</p> <p>Naming by date organizes out of sequence records.</p>
 <p>See Muchmore, Michael. "The Best Online Backup Services of 2016." <i>PCMag</i>. Ziff-Davis LLC PC Mag Digital Group, 24 Feb. 2016. Web. 14 June 2016.</p>	<p><b>Choose a backup solution.</b></p> <p>Cloud-based systems provide the ability to backup, store, and recover computer files from any device.</p> <ul style="list-style-type: none"> <li>Identifies files to store.</li> <li>Encrypts.</li> <li>Stores.</li> <li>Provides mechanism for access/restore.</li> </ul> <p>Many providers offer free starter-level services.</p> <p>Remember LOCKSS: <u>L</u>ots <u>O</u>f <u>C</u>opies <u>K</u>ee<u>P</u> <u>S</u>tuff <u>S</u>afe. (Includes copies attached to the FS Family Tree.)</p>
	<p><b>Digitize the most vulnerable first.</b></p> <ul style="list-style-type: none"> <li>300 dpi JPG for most photos</li> <li>300 dpi PDF for most documents</li> <li>600 dpi TIFF for old/small/damaged items</li> <li>2000 dpi for most slides</li> </ul>
	<p><b>Regularly test file retrieval/restore process for both cloud storage and backup.</b></p> <ul style="list-style-type: none"> <li>Make sure they are working properly!</li> <li>Re-test monthly.</li> <li>Shift your mindset from binders and file cabinets to anytime, anywhere access.</li> </ul>

**Williamsburg Family History Center**  
 2017 Newman Road, Williamsburg, Virginia  
 757.220.0266 during center hours  
 757.903.5706 when the center is closed



